

TORNADO THREAT PLAN

October 15, 2001

Approved by: C.T. A. Board of Commissioners 1-16-02

In the event of an impending tornado strike on CTA property the following steps should be followed:

1. Notify dispatch immediately.
2. Dispatch will notify all personnel by using the loud speaker system and announcing TORNADO – TORNADO – TORNADO!!! In the event that the loud speaker system fails to work. The dispatcher will use a hand held air horn, to notify employees. Using a series of three (3) five (5) second blast alternating with one (1) second of silence between blasts. Each series of three (3) blast will be followed by five (5) seconds of silence, this will be repeated no less than 3 times inside the building and outside in the bus parking area.
3. Dispatch will insure that personnel in the training trailer and maintenance personnel working in the pit and body shop area are informed of the impending tornado.
4. When personnel are notified of a tornado they will immediately proceed to the West wing hall. Employees will sit on the floor with their backs against the East wall. It is important that everyone remain quite.
5. Maintenance personnel will secure the power to the fuel pumps and bring an assortment of tools that could be used to gain egress from the building, dispatch personnel will bring the portable radio and Department Directors will bring company cell phones.
6. Roll call will be taken by each warden and the results reported to their respective Department Director or the Executive Director. If an employee is missing and time allows the missing person will be located and brought to the West wing.
7. In the event that personnel working in the body shop and pit area do not have enough warning to get into the West wing before the tornado hits they could use the maintenance pit as a safe refuge.

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